



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Treasury Program Manager II
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$5472 - \$6601

DUTIES:

Under the general direction of the Assistant Director, [Cash Management Division](#), this position exercises full supervisory and management responsibility for the operation of the Item Processing Section, which provides bank reconciliation and redemption services for the Centralized Treasury System including the processing of 500,000 items totaling 3.0 billion dollars daily. Maintains and manages interagency agreements and contracts providing in excess of 3 million dollars in reimbursements to the State Treasurer's Office. The Item Processing Section consists of 23 permanent staff including 10 professional /managerial, 12 technical/clerical and 8-10 temporary/students.

Essential Functions

- Plans, organizes, directs and reviews the work of supervisory, professional and technical staff responsible for validation and accurate payment of all state of California issued checks and warrants presented for payment by correspondent banks on a daily basis with volumes of 500,000 items and \$3.5 billion per day. Staff work includes identification of fraudulent charges and preparation of documentation for chargeback to the appropriate financial institutions. Managerial responsibility also includes hiring, training daily oversight and general evaluation of personnel, development of policy and coordination of development of procedures and workload standards.
- Acts as liaison and corresponds with various State agencies, banks and the public on matters regarding the disposition of State checks and warrants, banking procedures and State rules, regulations and procedures pertaining to the redemption of items. Negotiates contracts and agreements for services provided to agencies (including EDD, and Women Infant and Children programs). Manages the operations and maintenance of the State's master stop payment file. Directs the preparation and maintenance of the image repository for processed checks and warrants for research and historical purposes.
- Reviews and approves the preparation and distribution of management reports prepared by staff for use in determining the State's cash position, disbursement and deposit of funds, preparation of reports to the various control agencies, and for formulating investment activities of State funds.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to quickly acquire technical knowledge.
- Ability to handle multiple assignments and critical deadlines.
- Computer skills.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Treasury Program Manager II. Training and Development (T&D) assignments will be considered.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-330-4225-001" next to the classification on your application/resume, i.e. Treasury Program Manager II (820-330-4225-001).

FINAL FILING DATE:

Applications will be accepted **Until Filled**. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 657-2434 or TDD (916) 654-9922.

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